



POSITION TITLE: **MENTAL HEALTH PROFESSIONAL**
(Official classification title is Family Court Services Specialist)

SALARY: \$6,624.64 - \$8,229.82 Monthly

OPENING DATE: 10/11/2016

CLOSING DATE: Continuous

EXAM NUMBER: R9892E

TYPE OF RECRUITMENT: Open Competitive Job Opportunity

**This position may close at any time based on needs of the Court.
Applicants are encouraged to apply promptly.**

Los Angeles Superior Court is seeking dynamic, well-qualified, and highly-motivated individuals to fill the position of Mental Health Professional (Official classification title is Family Court Services Specialist) within its Family Law Department based in downtown Los Angeles, California.

Become part of the Los Angeles Superior Court, where you can give back to your community by working for justice and fairness. Individuals interested in becoming part of a well-skilled, knowledgeable, high performance workforce that rewards performance and creativity should apply.

Los Angeles Superior Court is the largest unified trial court in the United States with nearly 600 courtrooms presided over by 550 bench officers and 4,500 full-time employees. The Court has 38 Court locations, serving 88 cities, and 118 law enforcement agencies countywide.

The Mental Health Professional (Official classification title is Family Court Services Specialist) performs highly responsible professional duties in order to ensure that high conflict separation and divorce child custody cases are appropriately resolved. Incumbents utilize two primary means in order to resolve disputes of parents/parties involved: mediation, resulting in agreements which become court orders or evaluation, resulting in custody recommendations to the court. These types of disputes may involve parents who are divorcing or obtaining a legal separation or parents who are establishing paternity, or establishing restraining orders in domestic violence cases. Cases are frequently highly emotional and incumbents in this class must carry out their work within ethical boundaries, demonstrate an in-depth knowledge of family law and court policies and procedures while also utilizing, as needed, applicable counseling, interviewing, evaluation, and referral skills. For a detailed job description, please click [here](#). Please note the requirements in the job description may vary from the requirements in this bulletin. Applicants must meet the requirements stated in this bulletin.

SELECTION	REQUIREMENTS:
------------------	----------------------

To qualify, you must meet the following selection requirements at the time of filing:

A Master's Degree* from an accredited college, university or program in social work; psychology; marriage, family and child counseling; or other behavioral science substantially related to marriage and family relationships **-AND-** Five years of post-Master's Degree **PAID, VERIFIABLE, and RECENT FULL-TIME experience**, within the last 7 years, in the field of family counseling or clinical assessment.

SUBSTITUTION: Documentation verifying completion of the Los Angeles County Superior Court Family Mediation and Conciliation Intern Program may substitute for two years of the post-Master's Degree experience requirement received at the time filing.

Note: Credit for experience is given based on a 40-hour workweek. Part-time experience is credited on a part-time ratio, i.e., working 20 hours per week for two months equals one month of experience. No additional credit is given for overtime.

No out-of-class experience will be accepted.

Licenses; Certificates; Special Requirements:

A valid California Class C driver's license or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

***Master's Degree Verification:** A legible copy of your college diploma -OR- official transcripts with the degree posted from the college or university must be submitted within ten business days from the date your online application was filed.

Documentation may be submitted as follows:

- As an attachment to your on-line application. Attachment(s) must be in Microsoft Word or PDF format and should not exceed 10 MB; or,
- In person or by mail to the Human Resources Administration office located at 111 N. Hill Street Room 203, Los Angeles, CA 90012.

Please include your first and last name and the examination title on any documents attached to your application. The Court will not accept documents submitted by facsimile transmission, emails or postmarks.

For a list of acceptable accredited institutions or international universities, please visit <http://ope.ed.gov/accreditation>, www.chea.org/search, or <http://whed.net/home.php>.

Foreign studies must be evaluated by an academic credential evaluation agency and deemed to be equivalent to degrees from the United States. For a list of acceptable evaluation agencies, please visit www.naces.org or <http://aice-eval.org/>. Foreign studies submitted without acceptable evaluation will be rejected.

DESIRABLE

QUALIFICATIONS:

The ideal candidate will possess the following desirable qualifications:

- A current license in marriage, family therapy, clinical social work or clinical psychology.
- Knowledge of effective interview methods and techniques to assess adults and children.
- Knowledge of medical and mental health terminology, including understanding of medical diagnoses.
- Ability to work independently and consult with supervisor regarding cases as appropriate.
- Ability to interview and communicate with a variety of people from different backgrounds.
- Experience working with high conflict parents and children including blended family issues.
- Experience working with persons who have problems with drugs, alcohol, child abuse, domestic violence and mental health issues.
- Experience working in a Court environment demonstrating familiarity with legal procedures.
- Experience providing timely assessments to the Court.
- Ability to communicate fluently in Spanish.

EXAMINATION

INFORMATION:

PART I: Qualifying evaluation of education, training and experience based upon submitted application materials and supplemental questionnaire. The applicants with the highest qualifications as determined by this evaluation process will be invited to participate in the examination process.

PART II: Online Work Styles Assessment, weighted 20%, covering Deductive Reasoning, Professional Potential, Achievement, Independence, Influence, Reliability, Confidence and Optimism. **No person may compete for this assessment more than once every 12 months.**

PART III: Oral exam interview, weighted 60%, covering education, experience, technical knowledge, and general ability to perform the duties of the position.

PART IV: Writing Assessment (typed on a computer), weighted 20%, covering Knowledge of Clinical Issues, Deductive Reasoning, and Written Expression. **This assessment is administered on a computer, on the same day of the oral exam interview.**

APPLICATION and FILING INFORMATION:

Applications may only be filed online. To learn how to apply online, please access the [Online Employment Application Guide](#). Los Angeles Superior Court reserves the right to verify all submitted documentation prior to appointment. The Court will only consider completed applications submitted, along with the required documents, and will reject incomplete applications. A resume will not substitute for a fully completed employment application. To facilitate the full and proper consideration of your work experience, clearly specify what professional experience meets the required job qualifications. When listing your work experience, please specify the beginning and end dates for each job you held and describe your experience for each position.

Please provide a current and accurate e-mail address for the Court to communicate with you about this job opportunity. Human Resources staff will notify all applicants of their application status via e-mail. We recommend that you add info@governmentjobs.com to your e-mail address book to avoid the notification being filtered as spam mail.

Los Angeles Superior Court is an equal opportunity employer. Applicants with disabilities who require reasonable accommodations to participate in the recruitment process can contact the e-mail address provided below. For additional employment information, please click [here](#).

Questions regarding this posting may be e-mailed to mpenate@lacourt.org

WHAT TO EXPECT NEXT:

We will notify you of the outcome after each step of the recruitment process has been completed. Applicants who successfully pass each (and all) examination part(s) will be placed on an eligible list good for one year. Other vacancies may be filled using this list.



Exam No. R9892E

MENTAL HEALTH PROFESSIONAL

(Official classification title is Family Court Services Specialist)

Applications may be submitted online at www.lacourt.org

OR via the HR computer kiosk at
Los Angeles Superior Court
Human Resources Administration
111 N. Hill Street, Room 203
Los Angeles, CA 90012



Mental Health Professional Supplemental Questionnaire

- * 1. **INSTRUCTIONS:** The information you provide on this online supplemental questionnaire will be evaluated to determine your eligibility to participate in Part II of the examination process. **All questions must be answered.** You are encouraged to respond as specifically and as completely as possible. Attaching or referencing a resume will not be considered responsive. Incomplete responses, false statements, omission of a material fact and partial information can result in disqualification.

☐ Please check the box to indicate you have read and understood the instructions.

- * 2. **Education Requirement:** This position requires graduation from an accredited college or university with a Master's degree. Which of the following best describes your highest level of education completed?

☐ DOCTORATE degree in social work, psychology, marriage, family and child counseling or other behavioral science substantially related to marriage and family relationships.

☐ MASTER'S degree in social work, psychology, marriage, family and child counseling or other behavioral science substantially related to marriage and family relationships.

☐ BACHELOR'S degree in social work, psychology, marriage, family and child counseling or other behavioral science substantially related to marriage and family relationships.

☐ None of the Above

- * 3. If the degree identified in question #2 was in "other behavioral science substantially related to marriage and family relationships", please provide your major. If not applicable indicate N/A.

Degree Verification Reminder: A legible copy of your college diploma -OR- official transcripts with the degree posted from the college or university must be submitted **within ten business days from the date your online application was filed.** Otherwise, your application materials will be deemed incomplete and rejected accordingly. Documentation may be submitted as follows:

- As an attachment to your online application. Attachment should be Microsoft Word or PDF format and not exceed 10 MB;
- In person or by mail to the Human Resources Administration office located at 111 N. Hill Street Room 203, Los Angeles, CA 90012. Please include your first and last name and the examination title on the documentation. **Facsimile copies and postmarks will not be accepted.**

- * 4. What date was your Master's degree awarded/conferred?
- * 5. Have you completed the Los Angeles County Superior Court Family Mediation and Conciliation Intern Program?

Failure to submit documentation verifying completion, within ten business days from the date your online application was filed, will forfeit substitution credit.

☐ Yes

☐ No

- * 6. Which of the following represents your current status with the California Board of Behavioral Science or the

Board of Psychology?

- ☐ Current and Active LICENSEE
☐ Current and Active REGISTRANT
☐ None of the Above

- * 7. If your response to question #6 is "LICENSEE" or "REGISTRANT", please provide your license or registration number. If not applicable, indicate NA.
- * 8. Do you speak, read, and write a foreign language(s)? If yes, please indicate the language and your level of fluency.
- * 9. From the list below, please select all that apply:

- ☐ Given Court testimony
☐ Created or written Court Reports
☐ Presented client educational classes, such as parent education, domestic violence, substance abuse
☐ Given professional lectures and training
☐ None of the Above

- * 10. Please select the continuing educational courses you have completed:

- ☐ Court process and legal procedures
☐ Child abuse and neglect and the effect of domestic violence on children
☐ High conflict divorce
☐ Mediation
☐ Access to and use of criminal-record information, confidentiality, ethics, and conflicts of interest
☐ Interviewing children and adults
☐ None of the Above

- * 11. **FAMILY COUNSELING and/or CLINICAL ASSESSMENT EXPERIENCE:**

Within the last 7 years, please select the options listed below that best describes your post-Master's Degree PAID, VERIFIABLE, and RECENT FULL-TIME experience.

- ☐ Conduct home visits to assess family dynamics, the environment of the parties, conduct interviews, and observe children interacting with their parents and other family members.
☐ Writing clinical assessments or reports.
☐ Counseling and/or assessing couples and/or families.
☐ Counseling and/or assessing children.
☐ Conducting child custody mediation.
☐ Knowledge of mental health and medical terminology, and diagnoses.
☐ Counseling and/or assessing individuals and/or families affected by drug abuse.
☐ Counseling and/or assessing individuals and/or families affected by alcohol abuse.
☐ Counseling and/or assessing individuals and/or families affected by domestic violence.
☐ Counseling and/or assessing individuals and/or families affected by mental illness.
☐ Counseling and/or assessing individuals and/or families affected by child abuse.
☐ None of the Above

- * 12. For each of the areas checked above, describe your experience. If not applicable, indicate NA. **Use the following format:**

- Name of the employer(s)
- Department/unit
- Dates of employment
- Number of hours worked per week
- **Please describe specific duties ONLY.**
- DO NOT COPY AND PASTE FROM YOUR APPLICATION/RESUME AS IT WILL NOT BE CONSIDERED RESPONSIVE.

- * 13. Describe your most challenging clinical case include the presenting problem and the interventions you used. **Limit response to no more than 250 words.**

* 14. Describe your experience working as a part of a team and include an impasse and how it was resolved.

* 15. Tell us what makes you an outstanding candidate for this position; include specific examples of related experience as well as personal characteristics.

* Required Question